

Counsel			Plan: K-12					Secondary		Collaborate			Teach	Advise	Assess				Other	
														Monitor the emotional climate (advise building staff/admin)						
individual	family	group	Scheduling	New Students	Academic Intervention	Student Leadership	Graduation planning	College Planning	Career Planning	Teachers	School and District committees	Outside agencies	MBI		schedule, organize, and proctor	proctor	schedule and organize	provide materials and register	Admin	Misc
home concerns	parent phone calls/conferences	conflict resolution	13 year planning	enrollment	options (BYU, MTOA, in-building)	HOBY	order caps and gowns	college fair and information	career fair and information	counsel about students	collection/dissemination -data team	mental health providers	classroom guidance	Senior projects	MAP testing	DIBELS	District writing assessment	SAT	read/respond to emails	open stuck lockers
social concerns	home visits	peer mediation	4 year high school plan	transcript evaluation	monitor transcripts for credit recovery needs	Boys and Girls State nominations	graduation lists	college applications	schedule and oversee military visits to schools	advocate for students w/ teachers	Superintendent's Advisory Committee	therapy referrals	social skill training	Junior Class	MontCAS testing		University writing assessment	ACT	answer/return phone calls	provide bandaids
build relationships	transport	relationships/dating	master schedule	screening/placement assessment	behavior plans			write letters of recommendation	Job Corps field trips	problem-solve student issues	teacher team meetings	collaboration w/ outside agencies	guidance lessons	Senior Class	TABE			PSAT	schedule appointments	web developer
attend extra-curricular activities		lunch groups	transcript evaluation	registration	academic intervention plans		scholarship information				classroom behavior consultations	building staff meetings	DFS/CPS	bullying lessons	academic advisement			AP	cover for others (teachers/sec retary/administrator)	concession worker
provide safe space for students		bullying	academic goal setting	course scheduling	attendance follow-up		National Merit scholarship					data team meetings	Native American resources	relationships lessons					run report cards	attend extra-curricular events
take sleeping students			course scheduling	for new students and transitions to middle and high school	tutor referrals		monthly scholarship newsletter				counselor department meetings			community building lessons in the classroom & school-wide					take attendance	home visits
refer to activities for school connection			registration	school tours	try to retrieve drop-outs		financial aid information				SPED meetings			career lessons					supervision (hall/lunchroom/recess)	angle expert
personal coach			schedule changes/conflicts	activity information	IEPs, 504s, CSTs		UM COT field trip				Crisis team member									SSD documentation & requests
					Homebound liaison				UM field trip	Willard Screening committee									department chair	SPED case manager
					Gifted education liaison			oversee college visits to MCPS schools	Principal Advisory Committee									online web research	Perkins report	
					math acceleration			awards										collect homework		
																		count assessments		
																		alphabetize and pack test forms		
																		apply labels to assessments		

Key:

Guidance Curriculum

Individual Planning

Responsive Services

System Support

Non-Counseling Activities